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GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Establishment – HM & FW Department - Public Health And Family Welfare Department – Regularization of Services of the Contract Employees against the regular sanctioned posts – Orders –Issued.

HEALTH MEDICAL & FAMILY WELFARE (G.2) DEPARTMENT

G.O.Ms.No. 50 Dated:15/03/2024

Read the following:

1. Andhra Pradesh Regularisation of Services of Contract Employees Act-2023 (Act 30 of 2023).
2. G.O.Ms.No.114, Finance (HR. I - Plg. & Policy) Department, dated.21.10.2023.
3. Circular Memo No.2099702/FIN01-HROPDPP(OCE)/82/2023, dated.13.12.2023.
4. U.O.Note No: 2372909/FIN01-HR0PDPP(OCE)/41/2024 (HMF03/3), Date : 14/03/2024.
5. U.O.Note No: 2372909/FIN01-HR0PDPP(OCE)/41/2024 (HMF03/4), Date : 14/03/2024.

ORDER:

The Government of Andhra Pradesh have enacted the Andhra Pradesh Regularisation of Services of Contract Employees Act, 2023 (Act 30 of 2023) & subsequently issued orders in the reference 2nd read above, stipulating the conditions for the regularisation of services of the contract persons working in Government Departments.

2. In the reference 3rd read above, detailed operational guidelines were issued to process the proposals for regularization through an online application by the HoD & Administrative Department concerned in Secretariat, the DTA and the Finance Department.

3. The Finance Department, after detailed verification of the proposals submitted, vide the reference 4th cited, has concurred the proposals for regularisation of the following contract employees:

Sl.No	Name of the Individual (as per CFMS ID)	CFMS ID	Name of the post against which regularized	Office Details (DDO Code - Office Name)	Pay Scale of the Post (in RPS 2022)
(1)	(2)	(3)	(4)	(5)	(6)
1	Bommali Subhashini	1000101120	Multipurpose Health Assistant (F)	02080903004 - Primary Health Centre Sarvasidhi	G-XI (32670-101970)
2	Nagarathnamma C	1000095649	Multipurpose Health Assistant (F)	10100903001 - Primary Health Centre Sreedharagatta	G-XI (32670-101970)
3	Rajamma Boya	1000049334	Multipurpose Health Assistant (F)	10140903001 - Primary Health Centre Gummagatta	G-XI (32670-101970)
4	Sunitha Vannali	1008688626	Multipurpose Health Assistant (F)	10140903003 - Pp Unit Rayadurg	G-XI (32670-101970)
5	Kollamma Mangala	1000089717	Multipurpose Health Assistant (F)	10140903005 - Primary Health Centre Avuladatla	G-XI (32670-101970)
6	Chandrakala Sk	1000089464	Multipurpose Health Assistant (F)	10140903005 - Primary Health Centre Avuladatla	G-XI (32670-101970)
7	Sarojini Devi V	1000048827	Multipurpose Health Assistant (F)	10150904001 - Primary Health Centre Garladinne	G-XI (32670-101970)
8	C Bharathi	30006232	Multipurpose Health Assistant (F)	10160903001 - Pp Unit Tadipatri	G-XI (32670-101970)
9	Vimalamma Nalathathagari	1000035931	Multipurpose Health Assistant (F)	12060903009 - Primary Health Centre Nooliveedu	G-XI (32670-101970)
10	T Mariarani	1000043009	Multipurpose Health Assistant (F)	12100903004 - Primary Health Centre Chitvel	G-XI (32670-101970)

11	Suvarna Vaddirala	1000047520	Multipurpose Health Assistant (F)	12120903002 - Primary Health Centre Chinnamandem	G-XI (32670-101970)
12	A Anjanamma	30005181	Multipurpose Health Assistant (F)	12120903007 - Primary Health Centre T Sundupalli	G-XI (32670-101970)
13	Nagarathnamma V	1000027029	Multipurpose Health Assistant (F)	12120903008 - Primary Health Centre Yandapalli	G-XI (32670-101970)
14	Salomi Rani P	1000095612	Multipurpose Health Assistant (F)	08100906008 - Primary Health Centre Balayapalli	G-XI (32670-101970)
15	Adabala Maheswari	30006394	Multipurpose Health Assistant (F)	03180903003 - Primary Health Centre Rangampeta	G-XI (32670-101970)
16	Vijayakumari Ayinaparthi	1000060665	Multipurpose Health Assistant (F)	04080903006 - Primary Health Centre Tallapudi	G-XI (32670-101970)
17	Bhagyavathi Veerbathula	1000053422	Multipurpose Health Assistant (F)	04130903008 - Primary Health Centre Hukkumpeta	G-XI (32670-101970)
18	Jaya Mary Karsse	1000080396	Multipurpose Health Assistant (F)	04040903003 - Prim Hlth Ctr_ Dwarakatirumala_ W.G.Dt.	G-XI (32670-101970)
19	M Mani Kumari	1000051786	Multipurpose Health Assistant (F)	04070903003 - Ug Primary Health Centre Koyyalagudem	G-XI (32670-101970)
20	Kempu Ratnam A	1000048604	Multipurpose Health Assistant (F)	05120903010 - Ppunit Nuzividu	G-XI (32670-101970)
21	Kodamala Mary	30004264	Multipurpose Health Assistant (F)	06080903007 - Primary Health Centre Pedavadlapudi	G-XI (32670-101970)
22	Baby Sidde	1000299050	Multipurpose Health Assistant (F)	03180903001 - Primary Health Centre Gandepalli	G-XI (32670-101970)
23	Paladugula Gnanasumathi	30003205	Multipurpose Health Assistant (F)	05010903007 - Pp Unit Machlipatnam	G-XI (32670-101970)
24	Konala Mariyamma	30003203	Multipurpose Health Assistant (F)	05010903007 - Pp Unit Machlipatnam	G-XI (32670-101970)
25	Dasari Syama Sundari	30003204	Multipurpose Health Assistant (F)	05010903007 - Pp Unit Machlipatnam	G-XI (32670-101970)
26	D Leela	30002952	Multipurpose Health Assistant (F)	05020904004 - Primary Health Centre Mandapakala	G-XI (32670-101970)
27	Vannelaganti Rohini Kumari	1000052225	Multipurpose Health Assistant (F)	05040903004 - Primary Health Centre Krithivennu	G-XI (32670-101970)
28	J Vijayakumari	30003192	Multipurpose Health Assistant (F)	05060903021 - Pp Unit Gudiwada	G-XI (32670-101970)
29	Vijaya Kumari Songa	1000055012	Multipurpose Health Assistant (F)	05060903021 - Pp Unit Gudiwada	G-XI (32670-101970)
30	K M R S Kumari	30003194	Multipurpose Health Assistant (F)	05060903021 - Pp Unit Gudiwada	G-XI (32670-101970)
31	B Sarada	30002937	Multipurpose Health Assistant (F)	05090903004 - Primary Health Centre Ghantsala	G-XI (32670-101970)
32	Katikala Hemalatha	30003066	Multipurpose Health Assistant (F)	05120903009 - Primary Health Centre Bapulapadu	G-XI (32670-101970)
33	Pushpam A	1000057987	Multipurpose Health Assistant (F)	05160903001 - Primary Health Centre Penamaluru	G-XI (32670-101970)
34	J Lakshmi	30001533	Multipurpose Health Assistant (F)	09080903004 - Primary Health Centre C Belagal	G-XI (32670-101970)
35	Nayakanti Sureesha	1000427700	Multipurpose Health Assistant (F)	09080903005 - Govt Dispensary Laddagiri	G-XI (32670-101970)
36	Esther Deddakunta	1000522729	Multipurpose Health Assistant (F)	09140903006 - Family Welfare Centre U Yemmiganur	G-XI (32670-101970)
37	Manikyamma G	1000163805	Multipurpose Health Assistant (F)	09030903008 - Primary Health Centre Ahobilam	G-XI (32670-101970)

38	Swami Kumari As	1000163788	Multipurpose Health Assistant (F)	09030903008 - Primary Health Centre Ahobilam	G-XI (32670-101970)
39	Nirmala Jayamani Yemmani	1000101353	Multipurpose Health Assistant (F)	09050903001 - Primary Health Centre Kottalacheruvu	G-XI (32670-101970)
40	Vasundhara Gundepogula	1000101317	Multipurpose Health Assistant (F)	09050903001 - Primary Health Centre Kottalacheruvu	G-XI (32670-101970)
41	Indra Prabhavathi Thottempuri	1000098893	Multipurpose Health Assistant (F)	09050903010 - Primary Health Centre Bairluty	G-XI (32670-101970)
42	Bhagyamma V	1000130998	Multipurpose Health Assistant (F)	09070903015 - Primary Health Centre Kothaburuju	G-XI (32670-101970)
43	G Margaretamma	30006764	Multipurpose Health Assistant (F)	09070903015 - Primary Health Centre Kothaburuju	G-XI (32670-101970)
44	K A Kalyani	30001473	Multipurpose Health Assistant (F)	07070903015 - Primary Health Centre Machavaram	G-XI (32670-101970)
45	K Padma	30006625	Multipurpose Health Assistant (F)	05070903001 - Pp Unit Jaggaiahpeta	G-XI (32670-101970)
46	Neelagiri Veera Lakshmi Kumari	30006627	Multipurpose Health Assistant (F)	05070903001 - Pp Unit Jaggaiahpeta	G-XI (32670-101970)
47	M Kameswaramma	30006626	Multipurpose Health Assistant (F)	05070903001 - Pp Unit Jaggaiahpeta	G-XI (32670-101970)
48	Rani Prameela Mirapakayala	1000040267	Multipurpose Health Assistant (F)	05100903006 - Primary Health Centre Velagaleru	G-XI (32670-101970)
49	Sujatha Koduru	1000040262	Multipurpose Health Assistant (F)	05100903006 - Primary Health Centre Velagaleru	G-XI (32670-101970)
50	Venkata Subba Lakshmi Kapavarapu	1000028610	Multipurpose Health Assistant (F)	05100903007 - Primary Health Centre Ibrahimpatnam	G-XI (32670-101970)
51	R Kirankumari	30003151	Multipurpose Health Assistant (F)	05100903010 - Primary Health Centre Kondapalli	G-XI (32670-101970)
52	B M G Dorathy	30003152	Multipurpose Health Assistant (F)	05100903010 - Primary Health Centre Kondapalli	G-XI (32670-101970)
53	Mammidi Jyothi	30003180	Multipurpose Health Assistant (F)	05110903002 - Primary Health Centre Chandarlapadu	G-XI (32670-101970)
54	D Nirmala Kumari	30003121	Multipurpose Health Assistant (F)	05170903004 - Primary Health Centre Reddigudem	G-XI (32670-101970)
55	Sarada Ampavalli	1000095786	Multipurpose Health Assistant (F)	22070903005 - Primary Health Centre Mondemkhallu	G-XI (32670-101970)
56	R Vijaya Bharathi	30004505	Multipurpose Health Assistant (F)	07040903005 - Primary Health Centre Galijeragulla	G-XI (32670-101970)
57	M Jhansi Rani	30004506	Multipurpose Health Assistant (F)	07040903005 - Primary Health Centre Galijeragulla	G-XI (32670-101970)
58	Sorakayala Shakeela Rani	30004706	Multipurpose Health Assistant (F)	07080903006 - Primary Health Centre Veligandla	G-XI (32670-101970)
59	T Vasumathi	30004684	Multipurpose Health Assistant (F)	07090904002 - Primary Health Centre Tippayapalem	G-XI (32670-101970)
60	L Vijaya Kumari	30004630	Multipurpose Health Assistant (F)	07090904005 - Primary Health Centre Peddaraveedu	G-XI (32670-101970)
61	Murahari Adilakshmi	30004698	Multipurpose Health Assistant (F)	07120903007 - Primary Health Centre Uppalapadu	G-XI (32670-101970)
62	Mary Uppalapati	1000062943	Multipurpose Health Assistant (F)	07130903005 - Primary Health Centre Pullalacheruvu	G-XI (32670-101970)

63	Jaya Nalla	1000063725	Multipurpose Health Assistant (F)	01140903001 - Primary Health Centre Nandigam	G-XI (32670-101970)
64	Eswaramma Simhadri	1000088271	Multipurpose Health Assistant (F)	01140903004 - Primary Health Centre K Kotturu	G-XI (32670-101970)
65	T Bharathi	30001970	Multipurpose Health Assistant (F)	10030903003 - Primary Health Centre Bathalapalli	G-XI (32670-101970)
66	N Chennamma	1000063267	Multipurpose Health Assistant (F)	10060903004 - Primary Health Centre Lepakshi	G-XI (32670-101970)
67	M Kumari	1000066173	Multipurpose Health Assistant (F)	10060903005 - Primary Health Centre Parigi	G-XI (32670-101970)
68	Putika Arundathi	1000050201	Multipurpose Health Assistant (F)	10060903006 - Pp Unit Hindupur	G-XI (32670-101970)
69	Bellari Bhavani	1000050223	Multipurpose Health Assistant (F)	10060903006 - Pp Unit Hindupur	G-XI (32670-101970)
70	Sivamma M	1000123131	Multipurpose Health Assistant (F)	10060903009 - Primary Health Centre Bevanahalli	G-XI (32670-101970)
71	B Rose Nayomie	1000123124	Multipurpose Health Assistant (F)	10060903009 - Primary Health Centre Bevanahalli	G-XI (32670-101970)
72	Nagarathnamma K	1000123101	Multipurpose Health Assistant (F)	10060903009 - Primary Health Centre Bevanahalli	G-XI (32670-101970)
73	K Radhika	30005931	Multipurpose Health Assistant (F)	10060903009 - Primary Health Centre Bevanahalli	G-XI (32670-101970)
74	A Yasoda	30006235	Multipurpose Health Assistant (F)	10070903001 - Pp Unit Kadiri	G-XI (32670-101970)
75	S Jamsheeda	30006234	Multipurpose Health Assistant (F)	10070903001 - Pp Unit Kadiri	G-XI (32670-101970)
76	Nallapothula Meri	30006233	Multipurpose Health Assistant (F)	10070903001 - Pp Unit Kadiri	G-XI (32670-101970)
77	Arunasree Gudisa	1000050210	Multipurpose Health Assistant (F)	10070903005 - Primary Health Centre N P Kunta	G-XI (32670-101970)
78	Sivaranjani Busanagari	1000050189	Multipurpose Health Assistant (F)	10070903005 - Primary Health Centre N P Kunta	G-XI (32670-101970)
79	P Pushpa	30006039	Multipurpose Health Assistant (F)	10110906001 - Primary Health Centre Puttaparthi	G-XI (32670-101970)
80	Santha Kumari Thota	1000098322	Multipurpose Health Assistant (F)	22010903007 - Primary Health Centre Gantyada	G-XI (32670-101970)
81	G S Kantham	30003408	Multipurpose Health Assistant (F)	22020903001 - Primary Health Centre_ Po	G-XI (32670-101970)
82	Yerukonda Sreedevi	1000083324	Multipurpose Health Assistant (F)	22020903007 - Primary Health Centre Polipalli	G-XI (32670-101970)
83	Koyya Suma Bala	30006622	Multipurpose Health Assistant (F)	04030903001 - Primary Health Centre Veeravasaram	G-XI (32670-101970)
84	Byreddy Tejasree	30005215	Multipurpose Health Assistant (F)	12050903007 - Primary Health Centre Yerraguntla	G-XI (32670-101970)
85	G Vijaya Kumari	30005056	Multipurpose Health Assistant (F)	12080903006 - Primary Health Centre Kamanur	G-XI (32670-101970)
86	K Achhamma	30005057	Multipurpose Health Assistant (F)	12080903006 - Primary Health Centre Kamanur	G-XI (32670-101970)
87	M Suneetha	30005166	Multipurpose Health Assistant (F)	12090903010 - Primary Health Centre Santhakovvur	G-XI (32670-101970)
88	S Salomi	30005034	Multipurpose Health Assistant (F)	12140903006 - Primary Health Centre Duvvur	G-XI (32670-101970)

4. After careful examination of the matter, the Government hereby permits the Appointing Authority to regularise the services of the above individuals working on contract basis against the regular sanctioned posts

w.e.f 01.04.2024.

5. The regularization is contingent upon the conditions that the regularisation must be against clear & regular vacancies; that the appointing authority shall verify & authenticate the genuineness & correctness of the certificates/documents related to a) Date of Birth, b) Educational Qualifications & Technical Qualifications relevant to the post, c) Caste/Community Certificates, and d) Rule of Reservation with reference to the Rule of Reservation Roster Register with reference to the original certificates/ documents/registers.

6. Further, the employees so regularized shall be governed by the following conditions as prescribed in reference 4th cited:

i. The date of effect of the regularisation shall be from 01-04-2024 FN, irrespective of date of issue of appointment order or the date of joining in the post regularised. In the cases, where the date of joining is after 01-04-2024, the monetary benefit shall be applicable prospectively, i.e. from date of joining in the post regularised.

ii. The individual shall not claim any type of retrospective benefit, whatsoever, i.e. counting of the past service rendered on contract basis, etc. at any point of time and for any purpose in the future.

iii. The individual shall hold the last rank (junior most) amongst the regular employees working in the same category of post as on 01-04-2024.

iv. The inter-se seniority shall be arrived at by the appointing authority, based on the date of joining on contract basis, & in case of the date of joining being the same, the inter-se seniority will be based on the date of birth.

v. The service & procedure of appointment shall be governed by the relevant Service Rules as mentioned in the appointment order.

vi. The persons shall be governed by the provisions of the National Pension System (NPS)/ Andhra Pradesh Guaranteed Pension Scheme (APGPS), as adopted by the Government of Andhra Pradesh, & with prospective effect only

vii. If the regularisation is found erroneous at any point of time in future, on any ground whatsoever, the same is liable to be cancelled immediately & without any notice to the individual.

viii. The Head of Department & the Appointing Authority concerned shall be responsible for verifying their records & ensuring that the regularisation being now made is not interdicted/ prohibited by a stay order of any competent authority/legal forum, & only after such confirmation, issue the orders.

7. The Appointing Authority shall issue the Appointment Order in the form of Proceedings in the format at Annexure I.

8. The Appointment Order above shall be issued by the Appointing Authority after obtaining the undertaking in Annexure II signed by two witnesses.

9. The Appointing Authority/Authorities shall adhere to the prescribed formats and take necessary action accordingly. Any deviation shall invite disciplinary action as per CCA Rules against those responsible.

10. This order is available in apegazette.cgg.gov.in.

(BY ORDER ISSUED IN THE NAME OF GOVERNOR OF ANDHRA PRADESH)

MOVVA TIRUMALA KRISHNA BABU
SPECIAL CHEIF SECRETARY TO GOVERNMENT

To

The Commissioner of Health & Family Welfaer, AP

P.S to GA(Services) Depatment

P.S to Chief Secretary to Government

P.S to Minister (HFW&ME)

The Concerned RDM&HS/ DM&HOs in AP

The Principal Accoutant General (A&E), AP

The Director of Tresuries & Accounts, AP

The Pay & Accounts Office, A.P

Copy To

The PS to Spl.CS to Government, HM&FW Dept.,

The Finance (HR.1-Policy) Department

/ / FORWARDED :: BY ORDER / /

SECTION OFFICER

Annexure I

GOVERNMENT OF ANDHRA PRADESH

PROCEEDINGS OF THE _____

PRESENT:

Proceedings No. **Dated. -03-2024**

Sub:- Public Services- <Department>-Regularisation of Services of Contract Employees as per the provisions of Act 30 of 2023 and G.O. Ms. No.114, Finance (HR-I, Plg & Policy) Department, dated 21-10-2023 - Orders - Issued.

Ref: 1.Andhra Pradesh Regularisation of Services of Contract Employees Act-2023 (Act 30 of 2023).
2. G.O.Ms.No.114, Finance(HR-I, Plg. & Policy)Department, dated 21-10-2023.
3.Circular Memo No.2099702/FIN01- HROPDPP(OCE)/82/2023, dated 13-12-2023.
4.U.O.Note No. xxx(<HOD Code>/< Batch No.>)(to be issued)
5.G.O.Ms.No. (GO to be issued by the Administrative Department)

***

ORDER:

1. The Government of Andhra Pradesh have enacted the Andhra Pradesh Regularisation of Services of Contract Employees Act, 2023 (Act 30 of 2023) and subsequently issued orders in the 2nd reference cited above, stipulating the conditions for regularisation of services of the contract persons working in Government Departments

2. In the reference 3rd read above, detailed operational guidelines were issued to process the proposals for regularization through an online application by the HoD and the Administrative Department in Secretariat, DTA and Finance Department.

3. The Government, in the reference 5th cited, has issued orders permitting the regularization of the services of <Name of the Employee>, who has been working on contract basis in the post <Name of the Post> at <Name of the Office and Location>, continuously from <Date of Joining on Contract basis>.

4. The individual is hereby regularized as <Name of the Category of Post> with effect from 01.04.2024, in the time scale of pay <Pay Scale as per RPS 2022> and posted to <Name of the Office and Location> in the existing vacancy. This appointment procedure and services of the individual shall be governed by the <Name of the relevant Service Rules>.

5. Thus, the individual is governed by the following conditions as prescribed in the reference 5th cited

i. The date of effect of the regularisation shall be from 01-04-2024 FN, irrespective of date of issue of appointment order or the date of joining in the post regularised. In the cases, where the date of joining is after 01-04-2024, the monetary benefit shall be applicable prospectively, i.e. from date of joining in the post regularised.

ii. The individual shall not claim any type of retrospective benefit, whatsoever, i.e. counting of the past service rendered on contract basis, etc. at any point of time and for any purpose in the future.

iii. The individual shall hold last rank (junior most) amongst all the regular employees working in the same category of post as on 01-04-2024.

iv. The inter-se seniority shall be arrived at by the appointing authority, based on the date of joining on contract basis, & in case of the date of joining being the same, the inter-se seniority will be based on the date of birth.

v. The service & procedure of appointment shall be governed by <Name of Relevant Service Rules>.

vi. The persons shall be governed by the provisions of the National Pension System (NPS) /Andhra Pradesh Guaranteed Pension Scheme (APGPS), as adopted by the Government of Andhra Pradesh, & with prospective effect only.

vii. If the regularisation is found erroneous at any point of time in future, on any ground whatsoever, the same is liable to be cancelled immediately & without any notice to the individual.

Signature of the Appointing Authority

To:

Copy To:

Annexure II

UNDERTAKING FOR REGULARISATION

I, _____(Name as per CFMS ID) & _____ (CFMS ID) working at _____(Name of the Office) as _____(Category of Post) from_____(DD/MM/YYYY) on contract basis, hereby state that my candidature is considered for regularisation by the Government for the post _____(Category of Post)w.e.f. 01-04-2024, as per the statutory provisions of the Andhra Pradesh Regularisation of Services of Contract Employees Act-2023 (ACT 30 of 2023) read with G.O.Ms. No.114, Finance (HR.I-Plg. & Policy) Department, dated 21-10-2023. with effect from 01-04-2024.

In the above regard, I voluntarily with my own free will submit this unconditional undertaking as given below:

1. I understand and accept that the date of effect of the regularisation shall be from 01-04-2024 FN, irrespective of date of issue of appointment order or the date of joining in the post regularised. In the cases, where the date of joining is after 01-04-2024, the monetary benefit shall be applicable prospectively, i.e. from the date of joining in the post regularised.

2. I understand and accept that I shall not claim any type of retrospective benefit, whatsoever, i.e. counting of the past service rendered on contract basis, etc. at any point of time and for any purpose in the future.

3. I understand and accept that I shall hold last rank (junior most) amongst all the regular employees working in the same category of post as on 01-04-2024.

4. I acknowledge that my date of joining on contract basis in the < Department name > is on <date>.

5. I understand and accept that inter-se seniority shall be arrived at by the appointing authority, based on the date of joining on contract basis, and in case of the date of joining being the same, the inter-se seniority will be based on the date of birth.

6. I understand and accept that my service and procedure of appointment shall be governed by the [*Name of the Service Rules*] and any subsequent amendments made thereto.

7. I understand and accept that my service shall be governed by the provisions of the National Pension System (NPS) /Andhra Pradesh Guaranteed Pension Scheme (APGPS), as adopted by the Government of Andhra Pradesh, with prospective effect only.

8. I understand and accept that if the regularisation is found to be based on any misrepresentation or concealment of any relevant particular or fraud at any point of time in future, on any ground whatsoever, the same is liable to be cancelled immediately and without any notice to me.

9. I state that I have not filed and will not file any petition before any judicial or quasi-judicial forum in relation to the regularisation of my service. I further state that I will not agitate before any judicial or quasi-judicial forum on any issue pertaining to the preceding points (1) to (8) stated herein above to which I have voluntarily agreed.

Signature of the Candidate

Place:_____

Date:_____

Before me,

(Signature)

Witness I (Head of the Office Concerned)

Name:_____

Desgination:_____

(Signature)

Witness II

Name:_____

Desgination:_____

Place:_____

Date:_____